JUNE 2001

NOTICE TO THE TRADE
USDA MEAT AND FISH SUPPLIERS

This notice is to inform USDA Meat and Fish contractors and potential contractors of the Farm Service Agency (FSA) Electronic Distribution of Disbursement Data Web Site. Effective June 15, 2001, FSA will no longer print or mail hard copy disbursement statements to FSA customers. To continue receiving detailed payment information, access the registration instructions at the FSA Disbursement Data Web Site at http://pcsd.usda.gov/finance.

If further information is needed concerning the web site, please contact Sharon Menasco on (816) 926-2120 or Henrietta Cooke on (202) 720-2650.

Attached are the Notice and Registration Instructions issued by FSA.

 /s/William T. Sessions
William T. Sessions
Contracting Officer
Commodity Procurement Branch
Livestock and Seed Program

Attachments

USDA

**United States
Department of
Agriculture**

Farm and Foreign
Agricultural Services

Farm Service Agency

Kansas City
Finance Office
P.O. Box 419205
Kansas City, Missouri
64141-6205

Date: **5/01/2001**

Subject: **Termination of FSA Hard Copy Disbursement Statements**

As of June 15, 2001, hard copy disbursement statements that provide detailed payment information will cease to be printed and mailed to FSA customers.   You will need to register on the FSA Distribution of Disbursement Data Web site before June 15 to continue getting this information. This action is being taken in compliance with OMB83, Paperwork Reduction Act-1995 (PRA) and P. L. 105-277 Government Paperwork Elimination Act (GPEA), 1998.

If you need a hard copy of the statement, you can print one from the Web page. Once you have registered on the site, you will receive e-mail notifying you whenever new payments are made. You can also use the Web site's search function to find other disbursements made within the last eight weeks.

Our site can be accessed with either a Netscape or Internet Explorer browser that uses 128-bit keys strong encryption. Your company's taxpayer identification number will be the user ID number needed for registering and logging on to the Disbursement site. Instructions on how to register on the site are enclosed with this letter.

The success of the Disbursement Web Site has been validated many times over by FSA customers using it for the last year and a half. The purpose of the site is to give you convenience and control in getting your disbursement information. Feedback received from customers using it, tell us repeatedly, that they are pleased that they no longer must wait for the mailman to bring them their disbursement information or call our office for this information.

In today's environment, many companies are using the Internet in doing every day business to obtain needed information. We are certain that you will find our electronic disbursement system a secure and convenient way of getting your disbursement information. Exception conditions that may prevent you from using the Web site will be considered on a case by case basis.

Follow the five easy steps on the Registration Instructions enclosed with this letter to register today. If you have any questions or need to discuss possible exception conditions, our e-mail address is ED3@KCC.FSA.USDA.GOV or call the Disbursement Help Desk (816) 9262120.

FSA Electronic Disbursement Web Site Registration Instructions

Help Desk - **ED3@kcc.fsa.usda.gov**

This site is best viewed using either Netscape 4.x or Internet Explorer 5.x with <u>128 bit</u> encryption.
The site does not support Netscape 6.0.

Download a browser from one of these sites: **Internet Explorer** -128 Bit: http://www.microsoft.com/windows/ie/default.htm **Netscape** - 128 Bit: http://cgi.netscape.com/cgi-bin/su/intro.cgi	**Proxy Server Users**: The FSA Port 3076 must be set up with the exact same default settings as Microsoft Secure Port 443. **http://support.microsoft.com/support/kb/articles/q184/0/28.asp**

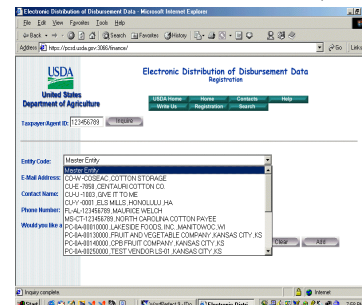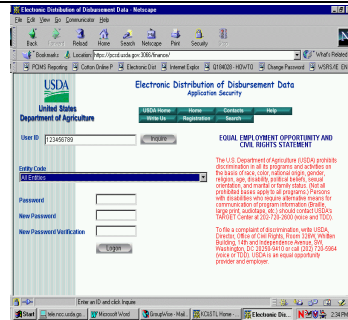|	
Step 1	In the location box on the Internet Explorer or Netscape browser, type in the Disbursement site address. **http://pcsd.usda.gov/finance**
Step 2	The FSA Disbursement home page will be displayed. **Click on Register link**. **DISBURSEMENTS** Logon **Farm Service Agency** Site Map **Payment Certification Branch** **Register** ACH Enrollment Contacts Help FAQ Write Us Privacy Statement USDA Home
Step 3	The Registration Page will be displayed. In the box labeled User/Agent ID, ✍✍ type the company's taxpayer identification number (TIN) **Click on "Inquire" button**. The TIN entered will be sent to the Disbursement data base and verified as a valid number in the FSA system.
Step 4	If the validation is successful, a drop down window will list the FSA reference codes in the FSA Disbursement system. ✍✍ If there is more than one code number associated with the TIN, the first entry displayed in the drop down box will be "Master Entity".

Step 5
The registration information is transferred to the FSA Disbursement data base. The system will recognize each individual code registered as well as the Master Entity code and will send out an e-mail containing a unique password for each individual or master code registered. Once you receive a system password, you can log on to the system.

Repeat Step 1 and 2 above *except click on Log On Link*.

  ✍✍   enter the taxpayer identification number

  ✍✍   select Master or individual code number   ✍

  ✍✍   enter e-mailed system password

  ✍✍   enter new password *(change system password to one of your own choosing - must be 8 alpha/numeric characters)*

  ✍✍   enter new password verification (*the same new chosen password*)

Click on "Log on" button. |